



## THE GOVERNING BODY OF SCISSETT MIDDLE SCHOOL



Meeting	Venue	Time	Date
Full Governing Body Meeting	Scissett Middle School	6.30pm	Wednesday 9 <sup>th</sup> October 2019

DFE	4041
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Start of meeting	18:30
Close of meeting	21:01

Present		In attendance	
Name	Role	Name	Role
Miss Ruth Potter	Co-opted Governor <b>(Chair)</b>	Melanie Humphreys	Clerk
Mrs Sue Farmer	Co-opted Governor	Ann Large	Head of School
Mr Ian Jackson	Co-opted Governor	Graham Dawkins	Support clerk
Mrs Wendy Kachmarski	Parent Governor		
Mrs Lorraine Simpson	Parent Governor	Absent with Consent	
Mr Jason Terry	Staff Governor	Name	Role
Mrs Natasha Greenough	Headteacher	Sheila Brown	LA Governor

Item	Minutes
1 Election of the Chair	<p>Clerk advised that request for nominations/self-nomination had been sent with no responses received.</p> <p>RESOLVED: That nominations will only be accepted from Governors present at the meeting, the Term of Office is one year from the date of election and in the event of a tie a name would be drawn.</p> <p>Nominations for Chair were taken from the meeting.</p> <p>RESOLVED: Ruth Potter elected to continue as Chair of Governors at Scissett Middle School for 1 year with effect from Wednesday 9th October.</p>
2 Apologies for absence, consent and declarations of interest	<p>Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Dr S Brown – Governor</li> </ul> <p>The chair advised that Mark Inch has resigned from the governing body with effect from 3<sup>rd</sup> October 2019.</p> <p>No declarations of interest were declared.</p>
3 Notification of items to be brought up under Any Other Business	<p>The following items are requested to be covered in any other business:</p> <ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• GDPR audit update</li> <li>• Curriculum</li> <li>• Code of Conduct</li> </ul>
4 Representation	<p>The following matters in representation were reported:</p> <ul style="list-style-type: none"> <li>• As detailed in minute 2, Mark Inch has resigned as governor effective from 3<sup>rd</sup> October 2019.</li> <li>• The clerk advised that Miss Potter term of office is due to end on 29 November 2019.</li> </ul> <p>RESOLVED: Miss Ruth Potter elected to continue office for another 4 years at the end of the current term, 30 November 2019.</p> <p><b>ACTION: Headteacher to send flowers to Mark Inch</b></p>
5 Election of Vice-Chair	<p>The Chair requested nominations for the role the vice chair.</p> <p>RESOLVED: Mr Ian Jackson is nominated as vice chair for a period of 1 year with effect from Wednesday 9<sup>th</sup> October.</p>
6 Review of Committees	<p>To fit with the current need of the school the structure of committees and link roles need to adapt to accommodate this.</p>

The Chair had provided a presentation on the link roles required and committees that will run. During the presentation, the following was agreed.

#### Governor roles

- Safeguarding ( to include SEND and LAC) – Mrs L Simpson
- Pupil Premium and other Grant Funding - Mrs W Kachmarski
- Curriculum and Data – Miss R Potter
- Careers – Mrs S Farmer
- Wellbeing - Mrs W Kachmarski

The school will provide the governors' with contacts within the school for these roles.

#### Governor Subject Link Priorities and visits

- French (MFL) – Mrs L Simpson
- Humanities – Mrs S Farmer
- Computing – Miss R Potter
- English – Mrs W Kachmarski

The Headteacher reminded governors that during the visits not to concentrate on data but the quality of education.

Q. Can you provided Governors with guidance on the visits and questions to ask?

A. Yes

**ACTION:** The Headteacher/Head of school to provide guidance and notes about subject link visits to the school.

#### Committees

The committees have been reviewed to fit with the priorities of the school:

- Finance Committee: Mrs I Jackson, Miss R Potter

The governing body will now have 2 further committees: Wellbeing and Curriculum. To accommodate these meetings during the term the Full Governing Body will move to 1 per term.

- Wellbeing Committee: Mrs L Simpson, Mrs W Kachmarski, Mr J Terry, Miss R Potter, Mr I Jackson
- Curriculum Committee: Mrs W Kachmarski, Mrs R Potter, Mrs S Farmer

Further committees that are scheduled when appropriate:

- Staff appraisal and pay: Miss R Potter, Mrs W Kachmarski, Mrs S Farmer
- Staff dismissals : Mr I Jackson, Mrs L Simpson
- Appeals: Miss R Potter, Mrs S Farmer
- Pupils discipline: Mr I Jackson, Mrs L Simpson

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	<p><b>ACTION:</b> Miss R Potter and Mr I Jackson to complete Safeguarding online training</p> <p>The Headteacher has asked to keep Governing Body to its current size, with option to recruit a Finance Governor with expertise. The Governing Body could then consider expanding in the summer term of 2020.</p> <p><b>ACTION:</b> Mrs S Farmer to ask acquaintance if she would consider being a governor with expertise in finance Headteacher to discuss with The Trust Finance Director if he is aware of anyone who would consider being a governor with expertise in finance.</p>
7 To appoint Governors with specific responsibilities	This item was covered in agenda point 6.
8 Chair's delegated powers	<p><b>RESOLVED:</b> That the Chair be given the following delegated powers:</p> <ul style="list-style-type: none"> <li>(i) Change of date of a scheduled meeting, for good reason.</li> <li>(ii) To grant retrospective consent to absence in the event that that a governor would have become disqualified if the matter had to wait for the next governors meeting.</li> <li>(iii) To determine in advance of a meeting whether any items of the agenda should be deleted from the copy to be made available at the School.</li> </ul>
9 Delegation of Financial Powers to the Headteacher	<p><b>RESOLVED:</b> That the Governing Body delegates to the Head Teacher the power to carry out on its behalf the following delegated duties</p> <ul style="list-style-type: none"> <li>(i) Planning and conducting the affairs of the school to remain solvent.</li> <li>(ii) Ensuring good financial management and effective internal controls</li> <li>(iii) Ensuring that funding is used only in accordance with the conditions attached to that funding.</li> <li>(iv) Ensuring compliance with the funding agreement and the academy financial handbook.</li> <li>(v) That the spending limits be in accordance with the Scheme of Delegation.</li> </ul>
10 Minutes of the meeting held on 18 <sup>th</sup> July 2019	<p>It was noted that the following amends are to be made to the minutes from 18<sup>th</sup> July 2019:</p> <ul style="list-style-type: none"> <li>• Update Melanie to Melanie <i>Humphreys</i></li> </ul>

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	<ul style="list-style-type: none"> <li>Minute 2727: Point of clarification on peer on peer abuse is required. <b><i>'Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18'</i></b></li> <li>Minute 2734: Governor who completed careers visit is Mrs S Farmer – update NAME to Mrs S Farmer</li> <li>Minute 2734: Governor who complete PE visit is Mrs L Simpson – update NAME to Mrs L Simpson</li> </ul> <p>RESOLVED: That the minutes of the meeting held on 18<sup>th</sup> July 2019 be agreed as a true record of the meeting and signed by the chair subject to the above amendments being made.</p>
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11 Matter Arising	<p>Minute 2723:</p> <ul style="list-style-type: none"> <li>Governors to consider what can be offered to Mrs Lord as a thank you. <i>RESOLVED: Governors to complete a collection to purchase voucher and card.</i> <i>ACTION: Headteacher to consider an award to be presented to Mrs Lord at the awards ceremony in the summer term 2020.</i></li> <li>Head Teacher to send flowers to Mrs Lord tomorrow. <i>RESOLVED: Complete</i></li> </ul> <p>Minute 2727:</p> <ul style="list-style-type: none"> <li>Standards data: Data to be added as an agenda item for the next meeting (including previous years data) <i>RESOLVED: Item included in agenda item 13</i></li> </ul> <p>Minute 2733:</p> <ul style="list-style-type: none"> <li>Policies for adoption. Head Teacher to send the policies to Governors <i>RESOLVED: Complete and adopted</i></li> </ul> <p>Minute 2734:</p> <ul style="list-style-type: none"> <li>Governors' visits: Governor to distribute report on careers visit. <i>ACTION; Mrs Farmer to circulate careers visit report</i></li> <li>Governors' visits: Governor to distribute report on PE visit. <i>RESOLVED: Mrs Simpson provided to Miss Potter</i> <i>ACTION: Miss Potter to circulate PE visit report</i></li> <li>Governors' visits: Chair to distribute report on English visit. <i>RESOLVED: Complete</i></li> </ul> <p>MUGA surface: Chair to contact the Lesley Sports Trust. <i>ACTION; Headteacher/Head of School to gain</i></p>
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	<p><i>update from School Business Manager on progress of the MUGA surface</i></p> <ul style="list-style-type: none"> <li>• Headteacher to ensure that Governors are actively invited to events. <i>RESOLVED: Complete</i></li> <li>• Head Teacher to send the French trip dates and details to Governors <i>RESOLVED: Complete, 2 governors are supporting the trip</i></li> </ul> <p>Minute 2735:</p> <ul style="list-style-type: none"> <li>• Head Teacher to review the Charging and Lettings Policy and distribute the policy to Governors in advance of the next Finance Committee meeting. <i>The school waiting to see outcomes of discussion with Rugby club. ACTION: Update required from Headteacher and School Business Manager on Charging and Letting Policy and distribute once available</i></li> <li>• Governors to review committee membership at the next meeting completed <i>RESOLVED: Complete</i></li> <li>• Head Teacher to distribute the Scheme of Delegation to Governors in advance of the next meeting for discussion at the next meeting <i>RESOLVED: Complete. A link was sent prior to meeting, The only variation since previous version is on appointments to the central team.</i></li> <li>• 2 governors to complete a 360 review of the Chair. <i>Feedback has been received but not from all governors. ACTION: Governors not responded to Mrs Farmer on 360 review of the Chair to complete</i></li> <li>• Chair to arrange one to one sessions with each Governor within the next six to eight weeks. <i>Chair has completed with most - outstanding two governors. ACTION: Chair to complete one to one session with Mr Jackson and Mrs Farmer</i></li> </ul> <p>Minute 2736:</p> <ul style="list-style-type: none"> <li>• Collaborative work amongst the two Senior Leadership teams: Chair to discuss this with Governors in one to one meetings and feedback to the Head Teacher. <i>RESOLVED: no one has concerns with reference to this at this stage</i></li> <li>• Chair to send a thank you to the Head Teacher to be read to staff. <i>RESOLVED: Complete</i></li> </ul>
12 Governor Training and Governor Visits	<p>Mrs W Kachmarski had completed a visit on the subject of Pupil Premium. The report was distributed prior to the meeting.</p> <p><u>Summary of Pupil Premium visit</u></p>

The visit was impressive; the Pupil Premium lead is very good in their role.

The greatest challenge is getting parents to engage that do not want to engage. Those that do access the Pupil Premium funding enable to children to really participate in school life.

Q. Is it the parents that do not engage?

A. Yes, it is usually linked to most disadvantaged children.

The school is actively trying to encourage parents to engage with Pupil Premium, Class teachers contact disadvantage children parents to advise of Pupil Premium. In the past another school has rented out a function room at local pub, to try to get attendance up for communicating with disadvantaged parents. This worked really well as parents did not feel as intimidated.

The school office contacted disadvantaged parents to invite to parents evening before slots were released.

There are systems in place for teachers to 'parent' those disadvantaged children to ensure they are engaging as much as possible within the school.

Q. Is there any volunteers in the community that could support also?

A. Potentially.

The Careers initiative has an impact on all children. It is very powerful and works really well. The children visits colleges, universities, fairs in school, and careers fairs at other schools. The teachers complete surveys to establish the children's interest and allocate trips/visits appropriately.

Q. The Pupil Premium lead has the objective of no gap between Pupil Premium and non-Pupil Premium, is this a realistic hope?

A. Yes, we should be highly ambitious for those children to give them the best opportunities.

Mrs S Farmer completed a visit on the subject of Careers.  
Summary of Careers visit

Mrs Farmer had visited with the Careers Lead within the school to review a year-end summary of where they are with the careers. They also attended a careers hub; this was a very positive visit. The Career lead is very engaged in the programme.

Trips and visits to college and universities in the areas are completed, students are given a full tour and engage in activities. Vocational training is also captured in the career initiatives.

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	<p>Q. Does everyone get opportunity to attend?  A. Yes, school try to ensure all children do two trips – one to a university/college, then one that targets to the child’s interest.</p> <p>PE report reviewed by Mrs L Simpson at last governing body meeting.</p>
<p>13 GL assessments data update</p>	<p>The following GL assessment data was distributed prior and discussed at the meeting:</p> <ul style="list-style-type: none"> <li>• GL English 2016 – 2019</li> <li>• GL Mathematics 2016 – 2019</li> <li>• GL English 2018 – 2021</li> <li>• GL Mathematics 2018 – 2021</li> </ul> <p>The ‘arms’ in the SAS detail how secure that average is. If ‘arms’ are crossed there is an improvement but not significant, If there is gap between the ‘arms’ there is a significant improvement.</p> <p><u>GL English 2016 – 2019</u>  Clear progress across all students, there is a clear gender gap. Free School Meals (FSM) some students have made good progress with others satisfactory.</p> <p>Q. What difference between FSM and disadvantaged?  A. This is how GL assessment default; disadvantaged will be separated out on next review.</p> <p>SEN – The data here is a little unreliable as there were different SEN groups at year 6 to what was assessed at year 8.  Q. Is it possible to re-group the year 6 for an accurate measure?  A. No. SEN do make strong progress</p> <p>Q. How do the overall number compare to last year that had an eleven-point difference?  A. Last year the test was completed in year 8 at Shelley college, the data was unreliable and the school needed to make a variance of three points, This year the test was completed in school at end of year 8 with Shelley College moderating. Shelley College have agreed this process going forward.</p> <p>Ethnicity is measured differently; to simplify the data is split into White British and Non White British.</p> <p><u>GL Mathematics 2016 – 2019</u></p>



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	<p>Shows a significant improvement on national average, with no significant difference in gender gaps. FSM is pleasing as above national average and clear gap between the lines. The SEN children have different needs. They have much smaller groups in maths with children that have major gaps in their knowledge, and the gaps in knowledge are getting bigger.</p> <p>Q. Why do you think that is? A. Many contributing factors, it is difficult to pin now. The needs coming through are more complex, in primary schools they find it hard with a large number of children with complex needs that can be difficult to manage.</p> <p><u>GL English 2018 – 2021</u> An improvement, with both genders also improving. FSM children had a significant gap on entry, but are improving.</p> <p>Q. Are these the pupils that when SIF project? A. Yes those with significant low reading age, they will have had fresh start invention. For SEN children are showing significant progress during the year, there are some profound special needs in this group There are varying results in Ethnicity.</p> <p><u>GL Mathematics 2018 – 2021</u> Maths is still weaker than English on entry. There is a small gender gap with both making progress. FSM is showing large gaps and are below average. The SEN children are making progress. There are varying results in Ethnicity. There is a mistake on White and Black African marking of the 'arms'.</p> <p>The GL reports the schools receives are very detailed enabling the school to adapt the curriculum as appropriate.</p>
14 Performance management update	<p>The school is due to be finished with the appraisals by 17<sup>th</sup> October. The staffing committee will be required 1<sup>st</sup> week in November.</p> <p><b>ACTION: School to advise Staffing Committee of possible dates for w/c 4<sup>th</sup> November 2019</b></p>
15 Safeguarding update	<p>There was no item to report for safeguarding.</p>
16 School development plan	<p>The school development plan is still in production and being cross-referenced with school evaluation. The school development plan is a significant part of the Ofsted framework.</p> <p><b>ACTION: Headteacher/Head of school to send out school development plan to governors once complete.</b></p>

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	<p>Governors are to read once received with any questions sent directly to the Headteacher/Head of school.</p>
17	<p>Committee reports</p> <p>There is nothing significant to report from the Finance Committee as waiting for the year-end position.</p>
18	<p>Policies for Review</p> <p>A link was provided to review the policies adopted in last governing body meeting. No further comments made.</p> <p>RESOLVED: Policies adopted.</p> <p>The following polices are In development within school:</p> <ul style="list-style-type: none"> <li>Curriculum policy: this is being developed and will be sent as and when ready</li> </ul> <p>ACTION: school to send curriculum policy once available to the Chair</p> <ul style="list-style-type: none"> <li>Careers Policy: The Careers policy and Access Provider policy need to become two separate policies.</li> </ul> <p>RESOLVED: Policies approved and adopted.</p> <ul style="list-style-type: none"> <li>Accessibility Policy: the Chair has provided Feedback. The Safeguarding lead will make amends as appropriate. The Governing body agreed that Chair could approve on their behalf.</li> </ul> <p>ACTION: Accessibility Policy to be sent to Miss Potter once complete for approval.</p>
19	<p>Any other business</p> <p><u>Microsoft teams</u></p> <p>The clerk advised that the Trust is progressing towards using Microsoft teams as a communication and sharing platform across the Trust and school governing bodies. Training events will be hosted to provide guidance on navigating. The dates of the events will be advised once confirmed.</p> <p>RESOLVED: Governors, Headteacher and Head of School issued with log in details and set up guide.</p> <p><u>Yearly declaration of Interests</u></p> <p>The clerk advised this is upcoming and details of how to complete will be circulated once available.</p> <p><u>GDPR audit</u></p> <p>The Headteacher advised a GDPR audit had been completed in the school and that Mr Field (Finance Director) can circulate.</p> <p>ACTION: Mr Field to circulate GDPR audit update</p> <p><u>Curriculum</u></p>

*The 'our curriculum' and 'SEF the curriculum' document was issued at the meeting with time given to governors to read the document, followed by questions.*

The curriculum of 19/20 is broad and balanced. The number of hours is spread over 2 weeks, with a current strong focus in year 6 on English and Maths, this is to embed the core subject. After half term, humanities will go back onto the curriculum.

Year 7 & 8 over the year, have a spread curriculum. A small number of children with complex needs have a slightly different curriculum for French.

An 'all subjects' curriculum audit has just been completed with spotlights on each subjects observed by the Headteacher or Head of School.

The subject quality is rated as RAG with subject leaders completing their action plans following this. All action plans are required by Monday 14<sup>th</sup> October along with a long term plan of sequencing and interleaving across the curriculum, and a medium term plan to run up to Christmas.

Q. Do you anticipate most subjects as green following this?

A. Yes, some already have. The amber is where things are in place but it is not articulated in a clear way. There is a calendar of CPD for non- specialist staff to have time with that head of department.

Q. Whom does the non-specialist include?

A. Non –specialist relates to the teachers second subject.

Q. What is 'local information'?

A. The Wellbeing pupil surveys for example. What is the information and how do we meet their needs.

Q. How do you demonstrate a rich range of literature for all children?

A. Accelerated Reader has changed slightly. There are lots of different approaches used , for example:

- Year 6 study a different type of text every single week; they are asked to draw what has come into your head, what vocabulary it generates, the classes have discussion around that.
- Year 7, have a class reader.
- Year 8, discuss and debate after reading text.

Q. Do you rotate the literature available?

A. Yes, the school uses 'book plus'. We have recommended reads; there is a feedback box, and support in AR.

Q. How will the governors know if the work on enrichment is having an impact?

A. The school will look at proportions of disadvantaged children represented in clubs. We can add a question to a pupil parent survey on impact of enrichment at home. There are 43 clubs running in school at present and the office is producing a booklet that explains the clubs after getting feedback from the school council

Q. Is there a clubs fair?

A. No, but it's something we can consider

Q. Is uptake good for the current clubs?

A. Yes, there is a wide range on offer. We get feedback from the children and the school council on the clubs they want to see.

Q. Who runs the clubs?

A. We have supportive staff. Where needed parents may be asked contribute, and those on FSM are given opportunity to attend free. Some are structured, some are a drop-in.

Q. Do you follow the national curriculum? How do you use it?

A. Yes we follow it. Performance is currently rated as 'amber' as we have introduced drama following the national curriculum. All children follow the curriculum regardless of needs so not disadvantaged to the life opportunity.

Q. How do you assure quality of curriculum?

A. Spotlights all subjects done this year. This is followed up with line manager meetings where the line managers should be checking actions plans. We complete full observation, where we take in the schemes of work to ensure they are being followed. There are Line manager meeting termly. All building on work that was completed last year.

Feedback from the staff governor was given that the spotlight meetings were very positive. The liaison meeting was digging deeper into skills and knowledge. The teachers needed the feedback on sequencing and it helps with the scheme of work.

Governing Code of conduct.

The Chair advised the Trust had developed a recent Governing Code of code for all Trust governing boards, and outlines the conduct expected from its members, trustees and governors.

Item	Minutes
	<p>RESOLVED: Code of Conduct for the Mast Academy governing boards issued to the governors</p> <p>ACTION: All Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting.</p>
<p>20 Dates of future meetings and possible agenda items</p>	<p>There has been adjustments to the schedule following because of the formation in new committees.</p> <p><b>Full Governing Body</b></p> <p>Tuesday 3<sup>rd</sup> December 2019, 6.30-8.30pm  Tuesday 31<sup>st</sup> March 2020, 6.30-8.30pm  Tuesday 19<sup>th</sup> May 2020, 6.30 – 8.30pm  Thursday 16<sup>th</sup> July 2020, 6.30 – 8.30pm</p> <p><b>Finance Committee</b></p> <p>Thursday 5<sup>th</sup> February 2020, 5.45 – 6.30pm  Thursday 30<sup>th</sup> April 2020, 5.45 – 6.30pm</p> <p><b>Curriculum Committee</b></p> <p>Thursday 6<sup>th</sup> February 2020, 6.30-7.30pm  Tuesday 19<sup>th</sup> May 2020, 6.30 – 7.30pm</p> <p><b>Wellbeing Committee</b></p> <p>Thursday 6<sup>th</sup> February 2020, 7.30-8.30pm  Tuesday 19<sup>th</sup> May 2020, 7.30 – 8.30pm</p>
<p>21 Agenda, minutes and related papers – school copy</p>	<p>That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p>

## Summary of Actions

Minute Reference	Action
09102019_M4	Headteacher to send flowers to Mark Inch
09102019_M6	The Headteacher/Head of school to provide guidance and notes about subject link visits to the school.
	Miss R Potter and Mr I Jackson to complete Safeguarding online training
	Mrs S Farmer to ask acquaintance if she would consider being a governor with expertise in finance.
	Headteacher to discuss with The Trust Finance Director if he is aware of anyone who would consider being a governor with expertise in finance.
09102019_M11	Headteacher to consider an award to be presented to Mrs Lord
	Mrs Farmer to circulate careers visit report
	Miss Potter to circulate PE visit report
	Headteacher/Head of School to gain update from School Business Manager on progress of the MUGA surface
	Update required from Headteacher and School Business Manager on Charging and Letting Policy and distribute once available
	Governors not responded to Mrs Farmer on 360 review of the Chair to complete
	Chair to complete one to one session with Mr Jackson and Mrs Farmer
09102019_M14	School to advise Staffing Committee of possible dates for w/c 4 <sup>th</sup> November 2019
09102019_M16	Headteacher/Head of school to send out school development plan to governors once complete.
	Governors to read once sent out with any questions sent directly Headteacher/Head of school
09102019_M18	School to send curriculum policy once available to the Chair
	Accessibility Policy to be sent to Miss Potter once complete for approval.
09102019_M19	Mr Field to circulate GDPR audit update

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	All Governors to read and will require confirmation signature for Code of Conduct at next governing body meeting.
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